



# CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

## **MANAGEMENT OPPORTUNITY ADMINISTRATIVE SERVICES OFFICER**

The Administrative Services Officer reports to the Manager of the Administrative and Financial Services Bureau and is responsible for providing administrative and personnel services to the Department's nine bureaus.

### **EXAMPLES OF DUTIES**

- Ensures that efficient Human Resources and Payroll services are provided to the Department; works closely with the Civil Service and Human Resources departments.
- Represents the Department in Civil Service Commission matters.
- Ensures that City personnel practices are followed within the Department.
- Develops, administers and interprets departmental personnel and administrative policies and procedures.
- Develops and coordinates the employee training programs and departmental training events.
- Coordinates the Department's affirmative action and ADA-related activities, and serves as the Department EEO counselor.
- Coordinates the Department's safety and disaster preparedness programs.
- Responsible for developing the Department's annual Personnel budget, in addition to the ongoing monitoring and analysis of utilization and costs.
- Coordinates Department's use of information technology including approving technology services requests, and acting as lead on the implementation of technology projects and initiatives.

### **THE ORGANIZATION**

The Department of Community Development has approximately 300 employees. The Department consists of nine bureaus: Administrative and Financial Services, Neighborhood Services, Property Services, Project Development, Redevelopment, Housing Services, Housing Authority, Economic Development, and Workforce Development, with over thirty divisions located in thirteen work sites throughout the City.

### **QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or a closely related field, and a minimum of five years of administrative and human resources experience is required. An advanced degree in a related field is highly desirable. Applicant must demonstrate knowledge in the following areas: personnel and administrative policies and procedures followed by the City of Long Beach; equal employment opportunity, including the Americans with Disability Act; labor relations; employee training and development; Workers' Compensation law; and drug and alcohol testing policies. Additional related experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the position.

### **SALARY**

The starting salary for this position is from the low \$60,000s to high \$70,000s. Initial placement will be determined based on qualifications with increases under a merit pay plan.

### **SELECTION PROCEDURES**

Resumes and a letter of interest are required and will be reviewed for depth and breadth of experience and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Resumes will be accepted until **4:30 p.m. on Friday, June 23, 2006**. Submit your letter and resume to:

**ATTN: Admin Officer Recruitment  
Department of Community Development  
333 W. Ocean Blvd., Third Floor  
Long Beach, CA 90802**

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with disabilities Act of 1990. If a special accommodation is desired, please call Georgette Wittman 48-hours prior to the interview at (562) 570-5799. This information is available in alternative format upon request.